



RRC Access Fob Policy

Document Status	Approved ▾	Committee Date	Jun 22, 2026	
Version Control				
Date	Update	Detail	Who	Sign Off
Jul 11, 2023	Major ▾	Online application & payment process	HP	C163

For security purposes the Richmond Rowing Club (RRC) boathouse will be accessed using a fob system. The fobs remain the property of the club. Membership provides members with the right to access the boathouse for the purposes of rowing and club social functions. The process to obtain an access fob is as follows:

1. Complete the online [access fob application form](#)
2. Use the [payment link](#) to pay the access fob fee (reviewed and determined annually by the Committee)
3. Send a copy of the receipt to the volunteer Access Fob Coordinator by email - accessfobs@richmondrowing.com.au

On notification that an application has been received, the Access Fob Coordinator will:

1. Confirm with the Treasurer and Head of Rowing that the applicant is a current member of the Club without any restrictions on participation
2. Confirm that the fob payment has been received by email from the applicant
3. Provide the member with the fob.

The Access Fob Coordinator reports to the Facilities Coordinator. If there are any issues that cannot be resolved between the applicant and the Access Fob Coordinator, the Facilities Coordinator should be notified.

Member responsibilities

1. A member may not give their access fob to any other person, including other members of RRC.
2. The member is responsible for the access fob that is allocated to them.
3. The member must immediately inform the Facilities Coordinator and Access Fob Coordinator if the access fob is lost or stolen. The card will immediately be de-activated.
4. If the card is lost or stolen, the member must pay for a replacement access fob.
5. Resigning or deactivated members must return the fob to RRC.
6. The RRC Committee may request that a member return their access card if the access card has been misused